


WORK CATEGORY ADMINISTRATION

The work category administration gives administrators the ability to add, edit or remove work categories that are used throughout the ACMS application.








Step 1

Work Category List 

Use the search bar below to search for a specific Work Category.

Name: Status:

40 items found. Displaying page 1 of 3.


Code	Name	Status	Comments	Actions
1	1-Research - DA	Active	1-Research - DA	
2	2-Research - LFDA	Active	2-Research - LFDA	
3	3-Program Evaluation - DA	Active	3-Program Evaluation - DA	
4	4-Program Evaluation - LFDA	Active	4-Program Evaluation - LFDA	
5	5-Training - DA	Active	5-Training - DA	
6	6-Training - LFDA	Active	6-Training - LFDA	
7	7-Facilities and Equipment - DA	Active	7-Facilities and Equipment - DA	

Use the search bar to search for a specific work category and then use the edit icon to edit the work category.

To create a new work category, click the new work category button.


CREATING A NEW WORK CATEGORY

Step2

Work Category 

* Indicates a required field

Enter work category data.

Code * :	<input type="text" value="0"/>
Name * :	<input type="text"/>
Comments:	<div><div></div><div></div></div>
Status * :	Active 

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Enter in the work category code.

Enter in the name of the work category

Enter in the work category comments

Set the status of the work category

<click save> to save your contact information and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.